



# NEW SUMMERFIELD Independent School District

## New Summerfield I.S.D. 2018-19 Translation & Interpretation Procedures

As part of Title I, Part A school wide program requirements, New Summerfield I.S.D. adheres to the following procedures for translation and interpretation services for all families of New Summerfield I.S.D. students. Upon request for translation of documents or translation services, New Summerfield I.S.D. will provide translated documents and translation services.

The Home Language Survey is used by New Summerfield I.S.D. to identify students that speak a different home language.

### Sec. 1114(b) SCHOOL WIDE PROGRAM PLAN-

An eligible school operating a school wide program shall develop a campus/district improvement plan. (4) The information contained in such a plan shall be in an **understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.**

### Sec. 1112 (e)(4); 1114 (b)(4); 1116 (e)(5); 1116 (f)

Information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence must be given in an **understandable and uniform format, and to the extent practicable, in a language that parents can understand.**

### District Level

- The District provides an employee to translate and interpret for parents or families that speak Spanish as a first language.
- A District employee is available for district level parent events to translate or interpret in Spanish as needed.
- A District employee is available for parent conferences, Language Proficiency Assessment Committee (LPAC) meetings, and Assessment, Review, Dismissal (ARD) meetings to translate and interpret in Spanish as needed.

- All paper based parent notices, invitations, notes, and reports to families originating from the district level will be distributed in English and Spanish.
- The New Summerfield District Improvement Plan will be available in English and Spanish on the district website. Hard copies are available at the New Summerfield Central Administration building upon request.
- The New Summerfield Parent and Family Engagement Plan will be available in English and Spanish on the district website. Hard copies are available at the New Summerfield Central Administration building upon request.
- New Summerfield's district website <https://www.newsummerfieldisd.org/> can be translated through Google Translate into the home language spoken by the families of New Summerfield students by selecting the language in the bottom right corner of the New Summerfield website.

Revised Date: 12-3-18

Superintendent's Signature



Dana Nishida